

Event Details

PeopleSoft Strategic Sourcing

| Event ID | Format | Type | Page |
|---|---------|-------------------------|------|
| 32101-0000010507 | Sell | RFx | 1 |
| Event Round | Version | | |
| 1 | 3 | | |
| Event Name | | | |
| Mail Insertion and Overflow Services - DGS Postal | | | |
| Start Time | | Finish Time | |
| 04/23/2018 16:00:00 CDT | | 05/15/2018 14:00:00 CDT | |

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States
Contact: Douglas Whitcomb
Phone: 615/507-6727
Email: Doug.Whitcomb@tn.gov

Event Description

Update: 5/8/2018 - Event 10507 has been updated to include the State's response to questions and comments received. The bid deadline has been extended to 5/15/2018

Update: Event 10507 is being extend to allow DGS Postal time to respond to questions. A subsequent update releasing answers to questions will occur soon.

This event is to bid for a 5 year contract for mail insertion and overflow services at the Tennessee Tower, 312 Rosa L. Parks Ave., Nashville, TN 37243.

Ordering Agency: Tennessee Department of General Services Postal Division

Specifications and terms & conditions are attached.

Solicitation Coordinator: Douglas Whitcomb at 615-507-6727.

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

The purpose of this Invitation to Bid Event/Source of Supply Event is to establish a term contract (s) to provide: The State of Tennessee, with products and/or services as described in the attached terms, conditions, specifications and price sheet.

A term contract means a contract in which a source or sources for supply are established for a specified period of time at an agreed upon price(s).

If the Review and bid on this event link included in the e-mail notification does not work, please go to
<http://www.tn.gov/generalservices/section/central-procurement-office>
Click on the link that says Bid Opportunities and log in with your vendor ID and password.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: <https://supplier.edison.tn.gov/> (Maintain supplier information)
Central Procurement Office Website:
<http://www.tn.gov/generalservices/section/central-procurement-office>
The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

Event Details (cont.)

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| Question | UOM | Best | Worst | Response |
|----------|-----|------|-------|----------|
|----------|-----|------|-------|----------|

General Questions

| Question | UOM | Best | Worst | Response |
|----------|-----|------|-------|----------|
|----------|-----|------|-------|----------|

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Yes

Required: Yes Mandatory Response:Yes

Response Comments

Is your Company HIPPA certified?

Yes

Required: Yes Mandatory Response:No

Response Comments

Is your Company SOC2 certified?

Yes

Required: Yes Mandatory Response:No

Response Comments

Describe your Quality Control Program or Procedures:

Required: Yes Mandatory Response:No

Response Comments

Associated Terms:

Quality Control

The vendor/contractor shall furnish competent, skilled supervision to insure that reasonable quality standards are maintained at all times.

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|----------|-----|------|-------|----------|

List the Return Goods Policy:

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Return Goods Policy

All costs associated with the return of goods for repair and/or replacement under warranty shall be done at the expense of the vendor/ contractor, unless otherwise specified. The bidder shall indicate below their standard return goods policy.

Turnaround time not to exceed five (5) business days.
How many days after receipt of purchase order will it take you to deliver this item?

0

Required: Yes Mandatory ResponseNo

Response Comments

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:

List the Service Organization:
List the Service Organizations Address:
List the Area(s) in TN that the Service Organization will Service:
List the Service Organizations Phone Number:
List the Service Organizations Toll Free Number:
List the Service Organizations Pager or Cell Phone:
List the Service Organizations Fax Number:
List the Service Organizations Email Address:
List the Service Organizations Website:

Required: Yes Mandatory ResponseNo

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Response Comments

Associated Terms:

Service Organization

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary)

The bidder shall indicate whether or not they plan to sub-contract

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, please include the following for each.

List the Sub-Contractor's Name
List the Sub-Contractor's Address
List the Sub-Contractor's Contact Person
List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

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 NASHVILLE TN 37243
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| Question | UOM | Best | Worst | Response |
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|----------|-----|------|-------|----------|

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Yes

Required: Yes Mandatory Response: Yes

Response Comments

Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

No

Required: Yes Mandatory Response: No

Response Comments

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United States

Contact: Douglas Whitcomb
Phone: 615/507-6727
Email: Doug.Whitcomb@tn.gov

| Question | UOM | Best | Worst | Response |
|----------|-----|------|-------|----------|
|----------|-----|------|-------|----------|

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

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Contact: Douglas Whitcomb
Phone: 615/507-6727
Email: Doug.Whitcomb@tn.gov

Line Details

Line: 1 **Item ID:** **Line Qty:** 60.00 **UOM:** Month
Required: Yes **Reserve Price:** No

Bid Qty: 60

Description: MAIL SERVICES - INSERTION AND OVERFLOW

| Question | UOM | Best | Worst | Response |
|--------------------------------------|-----|------|-------|----------|
| What is the unit price of this item? | | | | |

Required: Yes **Mandatory Response:** No

Response Comments

Event Details (cont.)

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United States

Contact: Douglas Whitcomb
Phone: 615/507-6727
Email: Doug.Whitcomb@tn.gov

Bidder Information

| | | |
|--------------------------|-------------------|--------------|
| Firm Name: | | |
| Name: | Signature: | Date: |
| Phone #: | Fax #: | |
| Street Address: | | |
| City & State: | Zip Code: | |
| Email: | | |

Event Details (cont.)

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Appendix A - Line Specifications

Line: 1 **Item ID:** **Line Qty:** 60 **UOM:** Month
Description: MAIL SERVICES - INSERTION AND OVERFLOW

Item Specifications

| | | |
|----------------------|---|-----------------------|
| Manufacturer: | | |
| Mfg Item ID: | | |
| Item Length: | 0 | Item Height: 0 |
| Item Width: | 0 | Dimension UOM: |
| Item Volume: | 0 | Volume UOM: |
| Item Weight: | 0 | Weight UOM: |
| Item Size: | | Item Color: |

Shipping Information

| | | | |
|-----------------------|-----------------------|-----------------|-------------------------|
| Schedule: | 1 | Ship To: | STATE POSTAL SERVICES |
| Quantity: | 60 | | 312 ROSA L PARKS AVE |
| Due Date: | 04/14/2018 | | NASHVILLE TN 37243-0545 |
| Freight Terms: | | | United States |
| Ship Via: | Best Option Available | | |

Event Details (cont.)

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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration
312 Rosa L. Parks Ave.
21st Floor Tennessee Tower
ATTN: Supplier Maintenance
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016